



**King County  
DENTAL ASSISTANT  
PUBLIC HEALTH-SEATTLE & KING COUNTY**

**Hourly Rate Range \$13.0515 - \$16.5435**

**Job Announcement No.: 02RM2528**

**-Open Continuous-**

**WHO MAY APPLY:** This position is open to all qualified applicants. This recruitment will be used to establish an employment list to fill current & future Dental Assistant vacancies throughout Public Health.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Employment Services, 999 3<sup>rd</sup> Avenue, Suite 1230, Seattle, WA 98104**. Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Ellen Jeffcott at (206 205-5816) for further inquiries.

**PLEASE NOTE:** Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

**WORK LOCATION:** All Public Health dental clinic locations in Seattle and King County.

**WORK SCHEDULE:** This career service position is overtime eligible. The normal workweek is Monday through Friday; hours vary depending on staffing and customer service demands.

**PRIMARY JOB DUTIES INCLUDE:** Perform chairside assistant duties permitted under the Washington Administrative Code (WAC). Clean and sterilize dental instruments in accordance with State and Federal requirements. Provide preventive dental services including prophylaxis, x-rays, fluoride treatments and sealants for children under direct supervision of a dentist. Educate patients in oral hygiene. Manage patient schedule and flow. Maintain files and related treatment and client education records. Other duties as required.

**QUALIFICATIONS:** Completion of a recognized Dental Assistant course program or equivalent experience. Experience managing own and patient schedules; dealing with children in a dental clinic and managing behavioral problems; dealing with clients of socio-economic and diverse cultural backgrounds; working with clients with limited English speaking ability. Experience in a public/community health center or clinic setting preferred.

**NECESSARY SPECIAL REQUIREMENTS:** The selected candidate must pass a thorough background investigation.

**UNION MEMBERSHIP:** Positions in this classification will be represented by Local 8.

**CLASS CODE: 8350**